

FDD

SECRET

1928

27 August 1968

MEMORANDUM FOR: Administrative Officers, IS/I

SUBJECT: Study of Fiscal and Budget Procedures

1. In order to assist him in the management of the Agency's fiscal matters, the Comptroller has reconstituted the Financial Advisory Committee, the same group which in the past has reviewed the requirements for budget information and the usefulness of reports prepared and distributed by the Office of the Comptroller.

2. For your information, the committee is chaired by [redacted] Acting Chief/Fiscal Division and has representation of the three major components.

3. As its first task the committee has been charged with an investigation of fiscal and budget procedures and techniques, with a view toward improvement, streamlining, or complete elimination. Comptroller instructions, which have not always been the epitome of clarity, generate a certain amount of inefficiency and comprise one area of investigation. Another possibility for effecting savings is in activity and record-keeping of an insurance nature, done solely in anticipation of questions and calls for specific information; possibly this need can be satisfied more efficiently, and more effectively, by a revised, centralized reporting system. These are two examples of the sort of procedures and techniques to be studied.

4. In order to assist the committee in its current survey, will you prepare a listing of those procedures and methods which you feel should be modified or could be eliminated entirely. Pertinent to each activity identified would be a brief statement of purpose explaining why it is done or if applicable a citation of the authority requiring it, and your suggestion for improvement. It is not necessary to repeat information submitted earlier in the year regarding Comptroller-prepared reports. Please submit an original and three copies to this office by a.s.b., 21 September.

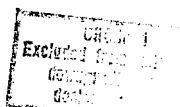
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O/IS/I

Distribution:

Administrative Officers - 11

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<p align="center">CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</p>					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	Chief, FDD				
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<p>Remarks:</p> <p align="center"><i>This will be discussed at Staff Mtg. tomorrow.</i></p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
Deputy Assistant Director for Operations					27 Aug 62
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